



Louisiana Board of Pharmacy

5615 Corporate Blvd., Suite 8-E
Baton Rouge, Louisiana 70808-2537

Telephone (225) 925-6496
Facsimile (225) 925-6499
Web address: www.labp.com
Email: labp@labp.com

APPLICATION FOR PHARMACY TECHNICIAN CANDIDATE REGISTRATION

BEFORE YOU BEGIN:

- The Louisiana Board of Pharmacy is the agency that regulates the practice of pharmacy in the state of Louisiana.
- It is your responsibility to read and understand all requirements for becoming a Louisiana Pharmacy Technician prior to submitting this application. Keep these instructions for future reference.
- In order to practice as a technician in Louisiana, you must have a Louisiana Pharmacy Technician Certificate. **A PTCB Certificate cannot be used to work as a technician in the state of Louisiana.**
- In order to obtain a Louisiana Pharmacy Technician Certificate, a candidate must first earn practical experience hours and pass a board-approved examination. See items below for more information.
- In order to earn hours of practical experience, a candidate must obtain a Pharmacy Technician Candidate Registration.
- Falsification of any information on applications or documents submitted to the board is grounds for immediate denial of the application.

QUALIFICATIONS:

- 1) Registration – all candidates must register with the board
- 2) Age – must be 18 years or older
- 3) Character – must be of good moral character and non-impaired
- 4) Education – must be a graduate from a high school approved by a state department of education, or shall possess an equivalent degree of education (GED or University degree)
- 5) Exceptions –
 - a. A pharmacist or pharmacist intern whose board credential has been denied, suspended, revoked, or restricted for disciplinary reasons by any board of pharmacy shall not be a pharmacy technician candidate or pharmacy technician.
 - b. A pharmacist or pharmacist intern whose board credential is lapsed shall not be a pharmacy technician candidate or pharmacy technician until such lapsed credential is recalled through non-disciplinary board action.

APPLICATION PROCEDURE:

In order to receive a pharmacy candidate registration, the following items must be submitted to the Board:

- 1) Application for Pharmacy Technician Candidate Registration
- 2) \$25 check or money order payable to Louisiana Board of Pharmacy
- 3) Birth certificate, passport, or Naturalization papers
- 4) High school diploma, GED certificate, University degree or high school/university transcript.
 - a. High school transcript must be marked as "Official" and must contain the applicant's name, school's name, and date of graduation.
 - b. University transcript must be marked as "Official" and must contain the applicant's name, school's name, degree earned, and date degree conferred.
- 5) Proof of enrollment in a board-approved training program.

Note: applicants who already possess a PTCB certificate are not required to be enrolled in a board-approved training program; submit a copy of your PTCB certificate instead.

CRIMINAL BACKGROUND CHECK:

- La R.S. 37:1216 requires the Board to conduct a criminal history check on applicants as a condition for eligibility for registration
- Upon receipt of your properly completed application, you will be provided with the materials needed to conduct a criminal record search with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI).
- Criminal history reports generated for or by another agency will not be accepted to satisfy this requirement.
- Your credential will not be issued until the results of this record search have been received.

August 15, 2005

CANDIDATE REGISTRATION:

- Candidate registration will expire 18 months after the date issued.
- Registrations cannot be renewed.
- A candidate CANNOT apply for another registration if they fail to complete ALL REQUIREMENTS for certification in a timely manner.
- Registration must be conspicuously displayed in the prescription department.
- The board reserves the right to refuse to issue, recall, or discipline a registration for cause.
- Candidate shall wear appropriate attire and be properly identified as to name and candidate status while on duty in the prescription department.
- A candidate shall notify the board, in writing, no later than 10 days following a change of mailing address.
- A candidate shall notify the board, in writing, no later than 10 days following a change of training program site or location(s) of employment.

EARNING HOURS:

- A candidate shall possess a registration prior to earning any practical experience in a pharmacy.
- A candidate shall not work in a permitted site that is on probation with the board or with a pharmacist who is on probation with the board.
- A candidate may receive board credit for a maximum of 50 hours per week.
- All practical experience hours earned must be recorded on a Preceptor's Affidavit and submitted to the board for approval.
- A separate Preceptor's Affidavit must be completed for each pharmacy.
- Hours will expire one year after the expiration date of the registration.

EXAMINATION THROUGH PHARMACY TECHNICIAN CERTIFICATION BOARD (PTCB):

- The Louisiana Board of Pharmacy does not test candidates for certification.
- Candidates are required to pass the examination administered by the Pharmacy Technician Certification Board (PTCB), a private company located in Washington, D.C.
- PTCB is not affiliated with the Louisiana Board of Pharmacy.
- PTCB's exam is only offered three times a year, with strict application deadlines.
- It is in your best interest to contact PTCB as soon as possible for exam information. Contact information is:
 - (202) 249-7576
 - www.ptcb.org

APPLICATION FOR CERTIFICATION:

In order to qualify for a Pharmacy Technician Certificate, a candidate must provide the following items to the board:

- 1) Application for Pharmacy Technician Certificate
- 2) \$100.00 application fee payable to Louisiana Board of Pharmacy
- 3) Evidence of completion of at least 600 hours of practical experience
- 4) Legible copy of a Certificate of Completion in a board-approved Pharmacy Technician Training Program
- 5) Legible copy of a PTCB Certificate documenting successful completion of the board-approved examination

PHARMACY TECHNICIAN CERTIFICATE:

- All certificates, regardless of date issued, will expire on June 30th every year.
- Pharmacy technicians must earn a minimum of 10 hours of ACPE-approved continuing pharmacy education (cpe) every 12 months as a prerequisite to renew their certificate.



Louisiana Board of Pharmacy

5615 Corporate Blvd., Suite 8-E
Baton Rouge, Louisiana 70808-2537

Telephone (225) 925-6496
Facsimile (225) 925-6499
Web address: www.labp.com
Email: labp@labp.com

APPLICATION FOR PHARMACY TECHNICIAN CANDIDATE REGISTRATION PAGE 1 of 4

INSTRUCTIONS

- 1) Legibly print or type all information except your signature
- 2) Attach a check or money order for \$25 payable to Louisiana Board of Pharmacy
- 3) Attach a legible copy of your birth certificate, passport, or naturalization papers
- 4) Attach a legible copy of your high school diploma, GED certificate, or high school transcript (must include applicant's name, school's name, and graduation date)
- 5) Attach a legible copy of your proof of enrollment in a Board-approved pharmacy technician training program
- 6) If the name you are applying under is different from the name on the required attachments, you must also attach a copy of the document that legally changed your name (marriage license, divorce papers, court judgment); if multiple names, attach a copy of all applicable documents for each name
- 7) MAIL this form and all required attachments to the above address; faxed applications will not be accepted

SECTION 1 – PERSONAL INFORMATION

CURRENT LEGAL NAME (Note: This is the name under which your training registration will be issued.)			
Full First Name:	Full Middle Name:	Full Last Name:	Suffix (Jr, Sr, III, IV, etc.):
List ALL Other Names By which You Have Ever Been Known By (Maiden, Married etc.)			
Social Security Number:		Date of Birth (MM/DD/YYYY):	
Present Age:	Place of Birth (City & State/Country):	Gender:	Ethnicity (La. R.S. 23:1871):

SECTION 2 – CONTACT INFORMATION

Mailing Address (Enter only one address. This should be the address where you receive your mail):			
City:	State:	Zip:	Parish of Residence:
E-mail Address (Optional - Enter only one address):			
Home Telephone: ()	Work Telephone: ()	Other Telephone: ()	

August 15, 2005

Applicant Name: _____ Applicant Social Security # _____

APPLICATION FOR PHARMACY TECHNICIAN CANDIDATE REGISTRATION

PAGE 2 of 4

SECTION 3 – HIGH SCHOOL EDUCATION OR EQUIVALENT

Name of High School:	Date of Graduation:
Location of High School:	

SECTION 4 – PHARMACY TECHNICIAN CERTIFICATION BOARD (PTCB)

Have you <u>EVER</u> had a certificate issued by the Pharmacy Technician Certification Board (PTCB)?	
<input type="checkbox"/> Yes	Enter your PTCB Certificate Number _____ Attach a legible copy of your PTCB wall certificate (exam results or a wallet ID Card is not acceptable) SKIP Section 5 and proceed to Section 6
<input type="checkbox"/> No	Proceed to Section 5

SECTION 5 – PHARMACY TECHNICIAN TRAINING PROGRAM

Title of Board-Approved Training Program:	Date of Enrollment:
---	---------------------

SECTION 6 – OTHER LICENSES / REGISTRATIONS

Have you <u>EVER</u> been licensed, registered, certified or otherwise approved to practice as a pharmacist or assist in the practice of pharmacy in any state or jurisdiction (not including PTCB)?	
<input type="checkbox"/> Yes	List each state or jurisdiction below. Attach additional pages, if necessary. Contact each state or jurisdiction and request that they provide the Louisiana Board of Pharmacy with a letter stating the current status of your credential with them. Letter must also include whether or not you have ever had disciplinary action taken against you.
<input type="checkbox"/> No	Proceed to Section 7

Credential Issued By:	Type of Credential:	Credential #:	Expiration Date:	Has there been disciplinary action against this license? <input type="checkbox"/> No <input type="checkbox"/> Yes
Credential Issued By:	Type of Credential:	Credential #:	Expiration Date:	Has there been disciplinary action against this license? <input type="checkbox"/> No <input type="checkbox"/> Yes

Applicant Name: _____ Applicant Social Security # _____

APPLICATION FOR PHARMACY TECHNICIAN CANDIDATE REGISTRATION

PAGE 3 of 4

SECTION 7 – IMPAIRMENTS and/or DRUG / ALCOHOL ADDICTIONS

Have you <u>EVER</u> habitually used or been diagnosed as addicted to drugs or alcohol?	_____ No _____ Yes
Have you <u>EVER</u> been diagnosed with or do you have any physical or mental impairment, which may affect your ability to practice safely as a pharmacy technician?	_____ No _____ Yes

If you answered “Yes” to ANY of the questions in Section 7, you must attach a letter of explanation.

SECTION 8 – CRIMINAL ACTIVITY / DISCIPLINARY ACTIONS

La R.S. 37:1216 requires the Board to conduct a criminal history check on applicants as a condition for eligibility for licensure. Upon receipt of your properly completed application, you will be provided with the materials needed to conduct a criminal record search with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI). Criminal history reports generated for or by another agency will not be accepted to satisfy this requirement.

YOUR CREDENTIAL WILL NOT BE ISSUED UNTIL THE RESULTS OF THIS RECORD SEARCH HAVE BEEN RECEIVED.

NOTE: Failure to disclose criminal history is grounds for immediate denial of your application, EVEN IF THE RECORDS HAVE BEEN EXPUNGED.

Have you <u>EVER</u> been arrested in any state?	_____ No _____ Yes
Have you <u>EVER</u> had any disciplinary or adverse action taken against you by any other government agency or court in any state?	_____ No _____ Yes
Are you currently charged with the commission of a felony in any state?	_____ No _____ Yes
Have you <u>EVER</u> been convicted of a felony in any state?	_____ No _____ Yes

If you answered “Yes” to ANY of the questions in Section 8, you must attach a letter of explanation and a **CERTIFIED COPY** of the court judgment in the case for **EACH** incident.

If charges were dismissed, provide a letter from the appropriate agency confirming dismissal of the charges.

Applicant Name: _____ Applicant Social Security # _____

APPLICATION FOR PHARMACY TECHNICIAN CANDIDATE REGISTRATION

PAGE 4 of 4

SECTION 9 – PHOTOGRAPH IDENTIFICATION

- Staple a RECENT passport size (2 inch x 2 inch) fade-proof photograph in the block at the right using one staple at the top and one at the bottom of the photo. Do not use glue or tape.
- Photograph must show a CLEAR likeness of the applicant's head and shoulders.
- Photograph should include the applicant only.
- Photographs reproduced on a black and white copy machine are not acceptable.
- Do not submit a photograph that is on an identification card or has been cut from an identification card.

Date of Photograph _____, 20_____.

**Staple one recent
passport size (2"x2")
fade-proof
photograph
in this block using the
guidelines at the left.**

SECTION 10 – AFFIDAVIT

STOP! This section may only be completed in the presence of a Notary Public.

I, _____, being duly sworn, attest to the following statements:
(Print Applicant's Name)

- I hereby apply for a Pharmacy Technician Candidate Registration
- I am the person referred to in this application and that the photograph attached in Section 9 is a true likeness of me.
- I understand that this registration is only valid for 18 months.
- Statements herein contained are true and correct in every respect.
- I further understand that falsification of any information contained on this application and/or any attachments will result in denial of my application.
- I have read and understand this affidavit.

Sworn before me this _____ day of _____, 20_____

Signature of Applicant

Signature of Notary Public

(SEAL)
Imprint This
Sheet Only

County or Parish: _____

State of: _____

Commission Expires: _____

Title 46

PROFESSIONAL AND OCCUPATIONAL STANDARDS

Part LIII: Pharmacists

Chapter 9. Pharmacy Technicians

§901. Definitions

- A. As used in this Chapter, the following terms shall have the meaning ascribed to them in this Section:
- (1) *ACPE* – Accreditation Council for Pharmacy Education.
 - (2) *Pharmacist Preceptor* – an individual who is currently licensed as a pharmacist by the board, meets certain qualifications as established by the board, and is responsible for the instructional training of pharmacy technician candidates.
 - (3) *CPE* – continuing pharmaceutical education, as part of a postgraduate educational program to enhance professional competence.
 - (4) *CPE unit* – a standard of measurement adopted by the ACPE for the purpose of accreditation of CPE programs. One CPE unit is equivalent to ten (10) credit hours.
 - (5) *Pharmacy Technician* – an individual, certified by the board, who assists in the practice of pharmacy under the direct and immediate supervision of a Louisiana-licensed pharmacist.
 - (6) *Pharmacy Technician Candidate* – an individual not yet certified as a pharmacy technician by the board who is:
 - (a) an individual who possesses a valid registration, is satisfactorily progressing in a board-approved structured program, and is working under the supervision of a pharmacist preceptor for the purpose of obtaining practical experience for certification as a pharmacy technician by the board; or
 - (b) an individual who possesses a valid registration, has successfully completed a board-approved structured program, and is awaiting examination.
 - (7) *Structured Program* – systematic instruction in pharmacy related functions in a board-approved pharmacy technician training program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1212.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 14:708 (October 1988), repromulgated LR 19:1204 (August 1993), amended LR 23:1307 (October 1997), repealed LR 29:2087 (October 2003), LR

§903. Pharmacy Technician Candidates

- A. Registration
1. Qualifications
 - a. All pharmacy technician candidates shall register with the board; failure to do so may result in disciplinary action by the board.
 - b. The candidate shall be at least eighteen (18) years of age, as evidenced by a valid and legible copy of a birth certificate or other appropriate credential.
 - c. The candidate shall be of good moral character and non-impaired.
 - d. The candidate shall be a graduate from a high school approved by a state department of education, or shall possess an equivalent degree of education, as evidenced by a valid and legible copy of a diploma, transcript, or other appropriate credential.
 - e. Exceptions:
 - (1) A pharmacist or pharmacist intern whose board credential has been denied, suspended, revoked, or restricted for disciplinary reasons by any board of pharmacy shall not be a pharmacy technician candidate or pharmacy technician.
 - (2) A pharmacist or pharmacist intern whose board credential is lapsed shall not be a pharmacy technician candidate or pharmacy technician until such lapsed credential is recalled through non-disciplinary board action.

2. Issuance and Maintenance
 - a. Upon receipt of a properly completed application, appropriate fee, proof of enrollment in a board-approved structured program, and any other documentation required by the board, the board may issue a Pharmacy Technician Candidate Registration to the applicant.
 - b. The board reserves the right to refuse to issue, recall, or discipline a registration for cause.
 - c. The registration shall expire eighteen (18) months after the date of issuance, and it shall not be renewable.
 - d. A pharmacy technician candidate shall notify the board, in writing, no later than ten (10) days following a change of mailing address. The written notice shall include the candidate's name, registration number, and old and new addresses.
 - e. A pharmacy technician candidate shall notify the board, in writing, no later than ten (10) days following a change in either training program site or location(s) of employment. The written notice shall include the candidate's name, registration number, and name, address, and permit numbers for old and new training program sites or employers.
- B. Structured Program
 1. All structured programs shall meet competency standards as established by the board.
 2. The curriculum of the structured program shall be composed of the elements contained in the *Pharmacy Technician Training Program Minimum Competencies*, as approved by the board.
 3. The structured program shall notify the board when a pharmacy technician candidate is no longer satisfactorily progressing in the program.
 4. The structured program shall provide an appropriate credential to the candidate who has successfully completed the program.
- C. Practical Experience
 1. The candidate shall possess a registration prior to earning any practical experience in a pharmacy.
 2. The candidate's registration shall be conspicuously displayed in the prescription department.
 3. The candidate shall wear appropriate attire and be properly identified as to name and candidate status while on duty in the prescription department.
 4. A candidate shall not work in a permitted site that is on probation with the board, or with a pharmacist who is on probation with the board.
 5. The candidate's registration shall evidence his authority to earn a minimum of 600 hours of practical experience in a pharmacy, under the supervision of a pharmacist preceptor, in satisfaction of the requirements for pharmacy technician certification. Of the required minimum 600 hours, not less than 200 hours shall be earned during and as part of a structured program.
 6. A candidate may receive board credit for a maximum of 50 hours per week.
 7. Hours of practical experience earned by a candidate shall expire one year after the expiration date of the registration.
- D. Examination
 1. A board-approved technician examination shall consist of integrated pharmacy subject matter and any other disciplines the board may deem appropriate in order to permit the candidate to demonstrate his competency. The candidate shall achieve a passing score, as determined by the board.
 2. Re-examination
 - a. Following the first or second unsuccessful attempt of an examination, the candidate may be permitted to retake that examination.
 - b. Following the third unsuccessful attempt of an examination, the candidate shall wait one year after the date of the last examination to retake that examination. If the candidate fails to wait the prescribed one year period, the board may delay any future certification until that one year period has elapsed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1212.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 14:708 (October 1988), repromulgated LR 19:1025 (August 1993), amended LR 23:1307 (October 1997), repealed LR 29:2087 (October 2003), LR

August 15, 2005

§905. Pharmacy Technician Certificate

A. Qualifications

1. An applicant for a pharmacy technician certificate shall be at least eighteen (18) years of age, as evidenced by a valid and legible copy of a birth certificate or other appropriate credential.
2. An applicant shall be of good moral character and non-impaired.
3. An applicant shall demonstrate the following educational competencies:
 - a. shall be a graduate from a high school approved by a state department of education, or shall possess an equivalent degree of education, as evidenced by a valid and legible copy of a diploma, transcript, or other appropriate credential; and
 - b. shall have successfully completed a board-approved structured program for pharmacy technician education and training, as evidenced by a valid and legible copy of the appropriate credential from that program.
4. An applicant shall demonstrate evidence of at least 600 hours of practical experience under the supervision of a pharmacist preceptor, using a form supplied by the board.
5. An applicant shall demonstrate successful completion of a board-approved technician examination, as evidenced by a valid and legible copy of the appropriate credential.

B. Issuance and Maintenance

1. Upon receipt of a properly completed and notarized application, properly executed preceptor affidavit(s), copies of valid and legible credentials, and the appropriate fee, and following verification that all requirements have been satisfied, the board may issue a pharmacy technician certificate to the applicant for the current renewal period.
2. The board reserves the right to refuse to issue, recall, or discipline a certificate for cause.
3. The annual renewal shall expire and become null and void on June 30th of each year.
 - a. The board shall mail, no later than May 1st of each year, an application for renewal to all pharmacy technicians to the address of record.
 - b. The completed application, along with the appropriate fee, shall be submitted to the board by June 30th of each year.
 - c. A pharmacy technician shall not assist in the practice of pharmacy in Louisiana with an expired renewal.
 - d. An application for an expired pharmacy technician renewal, along with the appropriate fee, shall be submitted to the board's Reinstatement Committee for consideration.
4. A pharmacy technician shall notify the board, in writing, no later than ten (10) days following a change of mailing address. The written notice shall include the technician's name, certificate number, and old and new addresses.
5. A pharmacy technician shall notify the board, in writing, no later than ten (10) days following a change in location(s) of employment. The written notice shall include the technician's name, certificate number, and name, address, and permit numbers for old and new employers.
6. Upon written request of any certified pharmacy technician in active military service of the United States or any of its allies, the board may waive the requirement for the annual renewal of the certificate, including fees.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1212.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 14:708 (October 1988), repromulgated LR 19:1025 (August 1993), repealed LR 23:1308 (October 1997), LR

§907. Scope of Practice

- A. Pharmacy technician candidates and pharmacy technicians may assist the pharmacist by performing those duties and functions assigned by the pharmacist while under his direct and immediate supervision.
 1. The ratio of candidates to pharmacists on duty shall not exceed one to one at any given time.
 2. The ratio of technicians to pharmacists on duty shall not exceed two to one at any given time.
- B. Pharmacy technician candidates and pharmacy technicians shall not:
 1. receive verbal initial prescription orders;
 2. give or receive verbal transfers of prescription orders;
 3. interpret prescription orders;
 4. compound high-risk sterile preparations, as defined by the United States Pharmacopeia (USP), or its successor.
 5. counsel patients.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1212.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 14:708 (October 1988), repromulgated LR 19:1025 (August 1993), amended LR 23:1308 (October 1997), repealed LR 29:2087 (October 2003), LR

§909. Continuing Education

- A. A minimum of one ACPE or board-approved CPE unit, or ten (10) credit hours, shall be required each year as a prerequisite for annual renewal of a pharmacy technician certificate. Such CPE units shall be credited in the twelve (12) month period prior to the expiration date of the certificate.
- B. Certified pharmacy technicians shall maintain copies of their individual records of personal CPE activities at their primary practice site for at least two (2) years, and shall present them when requested by the board.
- C. If judged appropriate by the board, some or all of the required number of hours may be mandated on specific subjects. When so deemed, the board shall notify all certified pharmacy technicians prior to the beginning of the renewal year in which the CPE is required.
- D. Complete compliance with CPE rules is a prerequisite for renewal of a pharmacy technician certificate.
 - 1. Non-compliance with the CPE requirements shall be considered a violation of R.S. 37:1241(A)(2) and shall constitute a basis for the board to refuse annual renewal.
 - 2. The failure to maintain an individual record of personal CPE activities, or falsifying CPE documents, shall be considered a violation of R.S. 37:1241(A)(22).
 - 3. The inability to comply with CPE requirements shall be substantiated by a written explanation, supported with extraordinary circumstances, and submitted to the board for consideration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1212.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 14:708 (October 1988), amended LR 17:779 (August 1991), repromulgated LR 19:1025 (August 1993), amended LR 23:1308 (October 1997), repealed LR 29:2087 (October 2003), LR

§911. Impairment

- A. Pharmacy technician candidates and pharmacy technicians shall be non-impaired.
- B. Pharmacy technician candidates and pharmacy technicians who have knowledge that a pharmacist, pharmacist intern, pharmacy technician candidate, or pharmacy technician is impaired shall notify the board of that fact.
- C. Pharmacy technician candidates and pharmacy technicians shall be subject to a medical evaluation for impairment by a board-approved addictionist, as authorized by the Louisiana Pharmacy Practice Act, R.S. 37:1161 *et seq.*

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1212.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 14:708 (October 1988), amended LR 17:779 (August 1991), repromulgated LR 19:1025 (August 1993), amended LR 23:1308 (October 1997), repealed LR 29:2087 (October 2003), LR